

CHAPTER 4-07-10 PERFORMANCE MANAGEMENT

Section

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4-07-10-01. Scope of chapter. This chapter applies to all state and local government agencies, departments, institutions, and boards and commissions that employ individuals in positions classified by human resource management services.

History: Effective September 1, 1992; amended effective November 1, 1996; July 1, 2004.

General Authority: NDCC 54-44.3-12

Law Implemented: NDCC 54-44.3-12(1)

4-07-10-02. Requirement for performance management program. Each agency, department, and institution shall adopt and use a program to provide for the development and management of the performance of each employee in a classified position.

History: Effective September 1, 1992; amended effective November 1, 1996.

General Authority: NDCC 54-44.3-12

Law Implemented: NDCC 54-44.3-12(1)

4-07-10-03. Requirement to communicate expected performance. Each employee in a classified position must be informed of the responsibilities assigned to the employee's position and of the level of performance needed to successfully perform the work.

History: Effective September 1, 1992; amended effective November 1, 1996.

General Authority: NDCC 54-44.3-12

Law Implemented: NDCC 54-44.3-12(1)

4-07-10-04. Criteria for performance management programs. Each agency, department, and institution shall use the criteria in one or the other of the following performance management program types:

1. **Individual-based performance.**
 - a. Performance reviews are conducted at least annually.
 - b. Performance reviews are based on individual job-related requirements.
 - c. A standard form or approach is used.

- d. Performance standards, or goals and objectives are used.
- e. The review includes a review of past performance.
- f. The review includes a discussion of how performance may be improved or how an employee's skills may be developed.

2. Team-based performance.

- a. Performance reviews are conducted at least annually.
- b. Performance reviews are based on overall team performance and how the employee functions as part of a team.
- c. The emphasis of the program is on improving the quality of a service or product, constantly improving systems and processes, and on preventing problems and eliminating them.
- d. The program provides guidance for the education, training, and self-improvement of the employee.

History: Effective September 1, 1992; amended effective November 1, 1996.

General Authority: NDCC 54-44.3-12

Law Implemented: NDCC 54-44.3-12(1)